

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1884

TITLE: IT Systems Architect

GRADE: S-31

DEFINITION:

Under limited supervision, serves in an IT leadership role by managing complex projects or systems that provide critical or enterprise-wide support to large and diverse business applications, or manages such systems for multi-agencies; manages multi-disciplinary teams consisting of IT personnel, contractors and business partners in the implementation of IT projects, and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the IT Program Manager I in that the emphasis of this class is on the complexity of the management and support of county-wide systems and the interaction with multi-disciplinary teams, where the IT Program Manager I emphasizes program administration and supervision of a group of professional level IT subordinates. This class is distinguished from the Programmer Analyst IV in that this class manages complex projects or systems “of record” that provide critical or enterprise-level support to multiple agencies where the Programmer Analyst IV provides first line supervision to professional subordinates and develops work plans for moderate to complex projects generally for a single agency.

ILLUSTRATIVE DUTIES:

Provides support to systems of record, that mandate high vigilance or 24/7 support and have been determined to be crucial to the business survival of County government by the County Executive;

Manages projects or systems that support the enterprise, multiple agencies or have multi-agency impact, such as corporate financial, revenue and procurement materials management, human resources, criminal justice and land development process systems;

Conducts (self direction consideration) of technology trends and innovation that leverage opportunities to enhance systems that make existing applications operate more efficiently, enhance utility and functionality, improves an improved user interface, and/or provides for better integration with other systems using newer technologies that provide more innovative ways to solve business needs;

Manages large IT projects which require extensive knowledge and experience of project management methodologies, tools, and practices;

Serves as lead technical resource in the area of application development which includes platforms, software, tools, application development methodologies, and databases design;

Oversees all planning, research, analysis, design and implementation functions and related documentation of new and complex technologies to meet end user requirements;

Provides leadership and works closely with other IT staff and management to ensure that IT policies, procedures, and standards are enforced for existing and new technologies and participates in the formulation of new policies, procedures, and standards as new technologies are deployed;

Provides support to systems that provide outcomes that are heterogeneous, including interfaces or functions that require interaction with other systems and/or entities, such as State and Federal government agencies and/or private sector organizations;

Provides senior technical leadership expertise across DIT and county agencies;

Ensures that the systems meet specified business requirements, operate according to negotiated performance standards, and that enhancements are implemented according to County technology standards and delivered on schedule;

Manages staff, contractors, project plans, and project budget which includes understanding the County's budget process, procurement process and work with users in budget preparation and submission;

Sets priorities, assigns and plans work, assures the availability of resources, and serves as manager and/or senior technical resource for all planning, analysis, design, and implementation functions of large Information Technology (IT) projects;

Manages customer expectations;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the capabilities and requirements of various computer platforms functioning in centralized, distributed, client server, and stand-alone operating environments;

Thorough knowledge of and experience in the area of application development including WEB, web services, multi-platform systems, and database technology;

Thorough knowledge of systems analysis and programming skills and methodologies;

Thorough knowledge of modern methods, techniques and tools of information systems project management;

Ability to effectively adapt to rapidly changing technology and apply it to business needs;

Ability to plan, organize, and conduct systems analysis and to evaluate business requirements;

Ability to use project management methods, principles, and tools (software) to schedule projects and monitor progress;

Ability to lead efforts in implementing configuration management and systems change management;

Ability to effectively monitor system development, system modifications and enhancements;

Ability to analyze project needs and determine resources needed to meet objectives and solve problems that involve remote and elusive symptoms, often spanning multiple environments in business areas;

Ability to use strong analytical and conceptual skills to create original concepts/theories for various projects;

Ability to communicate technical ideas clearly and in translating user information requirement;

Ability to make decisions based on factual data, and to evaluate the progress or success of systems;

Ability to plan, organize, coordinate, assign, and evaluate the work of subordinate staff;

Ability to establish and maintain a high level of customer trust and confidence in the application team's knowledge of and concern for customer requirements.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Possession of a bachelor's degree in computer science, or related field; PLUS
Five years experience in systems design, development, programming and maintenance, and/or project or program management experience or equivalent in a complex information systems environment and supervisory experience of internal staff and vendors/contractor staff, and /or experience in matrix management environment in complex organization.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: July 12, 2004
ESTABLISHED: June 23, 2003